MEMORANDUM FOR ALL CFOs AND DEPUTY CFOs

DATE: August 31, 2005

FROM: WANDA J. ROGERS
                    ASSISTANT COMMISSIONER
                    FINANCIAL OPERATIONS

SUBJECT: IPAC Implementation and User Migration in the TWAI
                    Environment

The Financial Management Service (FMS) Intra-governmental Payment and Collection System (IPAC) is scheduled to move environments from the Web Application Infrastructure (WAI) to the Treasury Web Application Infrastructure (TWAI) in December 2005.

In an effort to move from the WAI to the TWAI there are several things that need to be done including a migration of users and their roles to the new environment. This correspondence should provide you with information your agency will need to successfully manage the transition.

When IPAC was implemented in December 2001, FMS asked that each agency identify two individuals, an IPAC Agency Administrator (IAA) and an alternate that would assume the administrative functions including an annual recertification of users (audit) at the agency level. The process for submitting a request for an Agency Administrator required the agencies to fax a designation form to the IPAC Help Desk. The designation form included the signature of the individual authorized to approve the delegation of the Agency Administrator.

As part of the move to the TWAI, the manual process of completing a form and faxing it to the IPAC Help Desk will be eliminated. It will be replaced with an automated work flow process as part of the User Provisioning Service (UPS). UPS is an application on the TWAI that also facilitates Single Sign-On and will be utilized by multiple Treasury applications in the TWAI. UPS will be replacing the Enrollment Application that currently exists in IPAC.

The work flow process involves the agency user submitting a request to be an Agency Administrator online via a web browser. The request would be electronically routed to the person in the agency authorized to approve the request known as the Master Administrator. This is a new security role that will be responsible for approving all Agency Administrator's requests and assigning the functional roles.

FMS will be migrating existing IAA's and users into the new environment. However, the Master Administrator role doesn't exist in the current WAI environment. Therefore, we are asking that you complete the attached form identifying one Master Administrator at each bureau in your agency. This individual should not be an IAA or a user. Once established, the Master Administrator will assign new Agency Administrators or make changes to the existing Agency Administrators. After Agency Administrator's are designated, they will approve users. Once we have information for the new Master Administrator, we will be sending them a letter with instructions for assuming the new role in UPS along with a current list of IAA's within their bureau.

Also as part of the migration, a new User ID and password will need to be assigned for all users. The purpose of this is to convert the existing IPAC User ID to a new FMS standard User ID to facilitate the implementation of the Single Sign On initiative. This initiative is designed to allow agencies to access all FMS applications using a single User ID and password. The following describes the process to for converting users to the new User ID:

Beginning October 1, 2005 through November 30, 2005 the IPAC application will start redirecting users from the WAI to the TWAI only to complete the registration process in UPS. This will work as follows:

1. Upon logging into the IPAC application, if the user has not already completed the registration process they will have the option to navigate to UPS to register for TWAI IPAC access.
2. Once the user has provided the required information, UPS will send an email to the user that provides a link to UPS for the user to confirm and complete the registration process. At the end of the process the user ID is assigned and the password is created.
3. The next time the user logs into IPAC in the WAI they will need to re-enter their newly created TWAI user ID into the provided text field to notify the IPAC application of the user ID to let the system know that they have completed registration.
4. If the users have more than one user ID in the WAI, the user must enter their (single) newly created TWAI user ID into the provided text field in the IPAC application for each additional user ID.
5. Because these users have already been authorized in the WAI, the approval process has been waived for enrollment in the TWAI.
6. New users, not part of the migration and re-direction process will be expected to complete the entire registration process including the approval steps.

If you have any further questions, please call Susan Markland, Manager, IPAC Staff, Financial Projects and Systems Support Division on (202) 874-9816 or send an email to IPAC.Help@fms.treas.gov

Thank you for your continued support and cooperation in this effort.
Attachments

TWAI Master Administrator
Designation Form

IPAC TWAI Master Administrator

Name (First, Middle Initial, Last) _____ ____ _____
Agency Name _____
Street Address 1 _____
Street Address 2 _____
City, State Zip code _____ _____ _____
Country _____   E-mail Address _____
Telephone Number _____

Complete the appropriate table(s) below, providing the Agency Location Codes (ALCs)
of the Master Administrator. Fax to IPAC Staff at 202-874-1859.

ALC	ALC	ALC	ALC

Name of CFO or Deputy CFO	Signature of CFO or Deputy CFO	Telephone Number	Date